

ER-5-0371

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CONFIDENTIAL

18 December 1953

Memorandum for: Acting Deputy Director (Administration)
 Thru: Classification and Wage Division, Personnel Office
 Subject: Table of Organization Revision, Procurement Division,
 Logistics Office

1. PROBLEM:

To provide for a realignment of supervisory positions and the performance of staff duties in the Office of the Chief, Procurement Division.

2. FACTS BEARING ON THE PROBLEM:

etc.

3. DISCUSSION:

4. CONCLUSIONS:

5. RECOMMENDATIONS:

- a. A single position of Deputy Chief be established with overall responsibilities and authorities as indicated in Attachment A.
- b. A position of Assistant to the Chief of the Division be established in the immediate Office of the Chief with duties and responsibilities as indicated in Attachment B.
- c. Subject to action by the Classification and Wage Division, grades for the positions recommended above be established as follows:

Deputy Chief	GS 15
Assistant to Chief	GS 14

- d. Existing Deputy Chief positions numbered 528 and 529 be abolished.

x VOID

/s/
 [Redacted]
 Acting Management Officer

25X1A

Enclosures
 Attachments A thru C

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Concurrence:

James A. Garrison

28 Dec 53

Action by Approving Authority

Approved:

9 Jan 54

/s/
 Acting Deputy Director (Administration)

chrona

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ORIGINAL DOCUMENT MISSING PAGE(S):

missing attachments A-C